

**SHREWSBURY HOUSE SCHOOL TRUST**

**PERSON SPECIFICATION**

**Job title: IT Support & Network Technician**

**Department: IT Department**

**Reports to: Trust Head of IT and Digital Strategy**

This document sets out the required criteria for the postholder to perform successfully in the role. It is separated into those that are essential for the role and those that are desirable and applications for posts at Shrewsbury House School Trust will normally be judged against these criteria.

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|  | **Essential** | **Desirable** | **Assessment** |
| **Educational Training Qualifications** | * Suitable IT qualification
* Literacy, Numeracy skills to e.g. GCSE/NVQ Level 2 standard
 | * Diploma/Degree in IT
 | * Application form
* Skills Test
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| **Experience** | * Minimum 3 years of experience working in an IT role within a similar type of organisation
* Troubleshooting issues on IT network and systems
* Management of MIS systems (Trust uses CJM, SchoolBase & Double Engage)
* Management of Microsoft products
* Knowledge of server functions and their management
* Knowledge of Wi-Fi functions and infrastructure
* Management of Server backups and security
 | * Managing IT Disaster Recovery
* Google G-Suite Management
* Experience within the education sector
 | * Application form
* Interview
* References
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| **Technical Skills** | * Windows 2012 R2
* Windows Hyper-V
* Windows 7, 8 & 10
* TCP/IP, DNS, DHCP
* VLANS (Extreme Networks)
* VoIP Telephone Services
* SAGE 200
 | * SchoolManager MIS \ SchoolBase MIS \ Double Engage MIS
 | * Application form
* Interview
* Skills Test
* References
 |
| **Personal Skills and Attributes** | * Work independently
* Follow technical instructions.
* Supportive of colleagues
* Trustworthy
* Think strategically
* Meet deadlines
 |  | * Application form
* Interview
* References
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| **General** | * Current full, clean, driving licence
* Own car
* Able to drive between sites
* Able to work flexibly and after-hours
 |  | * Application form
* Interview
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